

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Volunteer Coordinator/Victim Advocate Revision Date: 03/16
EEO Category: Protective Service
Status: Non-exempt
Control No: 70426

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 3 position under general supervision of the Investigations Captain and Family Crimes Unit Coordinator, recruits qualified victim assistance volunteers, assign follow-up victim contact to volunteers, coordinates and facilitates monthly training for volunteers, facilitates volunteer training. Assist victims through the court process. This position is funded by a federal grant, and continuation of the position is dependent upon continuation of the grant.

III. Essential Duties:

- Recruit volunteer victim advocates through advertising on Sandy News Channel, public service announcements, Sandy City newsletter, local newspapers and community postings.
- Obtain background check and applications for prospective volunteers.
- Plan and facilitate ongoing training for volunteers and staff, as well as coordinate with outside agencies to provide initial and ongoing training.
- Maintain accurate volunteer personnel records.
- Maintain consistent contact with volunteers in order to coordinate monthly schedule, gather input on program and prevent volunteer burn out.
- Responsible for being on-call; must be able to respond to crime scenes, crisis line or telephone calls.

IV. Marginal Duties:

- Review and assess violent crime reports as reported to Police.
- Responsible for grant preparation and reports.
- Act as legal advocate for victims in Justice Court proceedings by preparing victims for court appearances.
- Monitor court activity by tracking dates and times for arraignments, preliminary hearings, pre-trials, sentencing and appeal actions; inform victims and of court dates and status of cases.
- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required. Bachelor's degree in Social Work, Psychology, Behavioral Science, Criminal Justice, or a related field required. Experience may be substituted on a year for year basis.

Experience: Prefer one year related experience working with and/or supervising volunteers. Prefer one year related experience working with victims of crime.

Certifications/Licenses: Must possess a Valid Utah driver's license with a good driving record.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Prefer knowledge of police terminology and practices; municipal and state laws; police records procedures; information and privacy laws

Responsibility for: Responsibility for the care, condition, and use of materials, equipment, money, and tools, and for making decisions which affect the activities of others; some information available to this individual falls under the "Right to Privacy Act" and must be protected from the general public.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contacts with other enforcement agencies and courtroom personnel;
regular and frequent outside contact with persons of high rank, requiring tact and judgment to deal with and influence people;

Tool, Machine, Equipment Operation: Frequent use of office equipment including a computer, copy machine, printer, shredder and telephone.

Analytical Ability: Prioritize tasks; establish effective working relationships with employees and the public; follow written and verbal instructions; apply general principles to specific conditions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily. Some mental stress may be experienced because of the clientele involved; assignments are broad and performed with little or no supervision; public contact in recruiting volunteers, explaining the program and volunteer opportunities. Some field work required with exposure to potentially hostile situations. Evening, weekend and on-call work is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

HUMAN RESOURCES DEPT. APPROVED BY: _____ DATE: _____